

Job Assist

CAPABILITY STATEMENT



JOBASSIST.NET.AU

JOB ASSIST

FOUNDER & MANAGING DIRECTOR



ASHLEIGH TOOLE

Ash is the founder and driving force behind Job Assist.

Throughout her career she has held senior management positions in large, global organisations with a background in learning and development, human resources and project management.

It was her experience and expertise that led her to identify a gap in the market and ultimately establish Job Assist. Through her company, Ash aims to provide cost-effective options for businesses to manage essential functions such as finance, payroll, marketing, recruitment, and much more. Her dedication to providing reliable and affordable services has made her a respected leader in the industry, and Job Assist has become a go-to solution for many organisations looking to streamline their operations.



JOB ASSIST

OUR PROMISE TO YOU

At Job Assist, we understand that outsourcing is a strategic decision that requires trust, reliability, and a commitment to excellence. We take pride in being your trusted partner in outsourcing, and we stand by our promise to deliver exceptional services.

Choosing Job Assist means choosing a reliable and dedicated outsourcing partner that is fully invested in your success. We are committed to ensuring that you receive the highest level of service, efficiency, and value.

Together, we will unlock new opportunities and achieve remarkable results.

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PART 1

CORE COMPETENCIES

The unique strengths, capabilities, and areas of expertise that set Job Assist apart from our competitors.

PART 2

WHAT TO EXPECT

Discover the exceptional outcomes and value that await you as you explore what to expect from our services.

PART 3

OUR SERVICES

Our comprehensive range of services are designed to cater to your specific needs, delivering tailored solutions and measurable results.

PART 4

DIFFERENTIATORS

Discover the Job Assist difference and the multitude of benefits that you can experience first hand when working with us!

PART 5

CLIENT SUCCESS STORIES

Discover inspiring client success stories that showcase the transformative impact of our services.

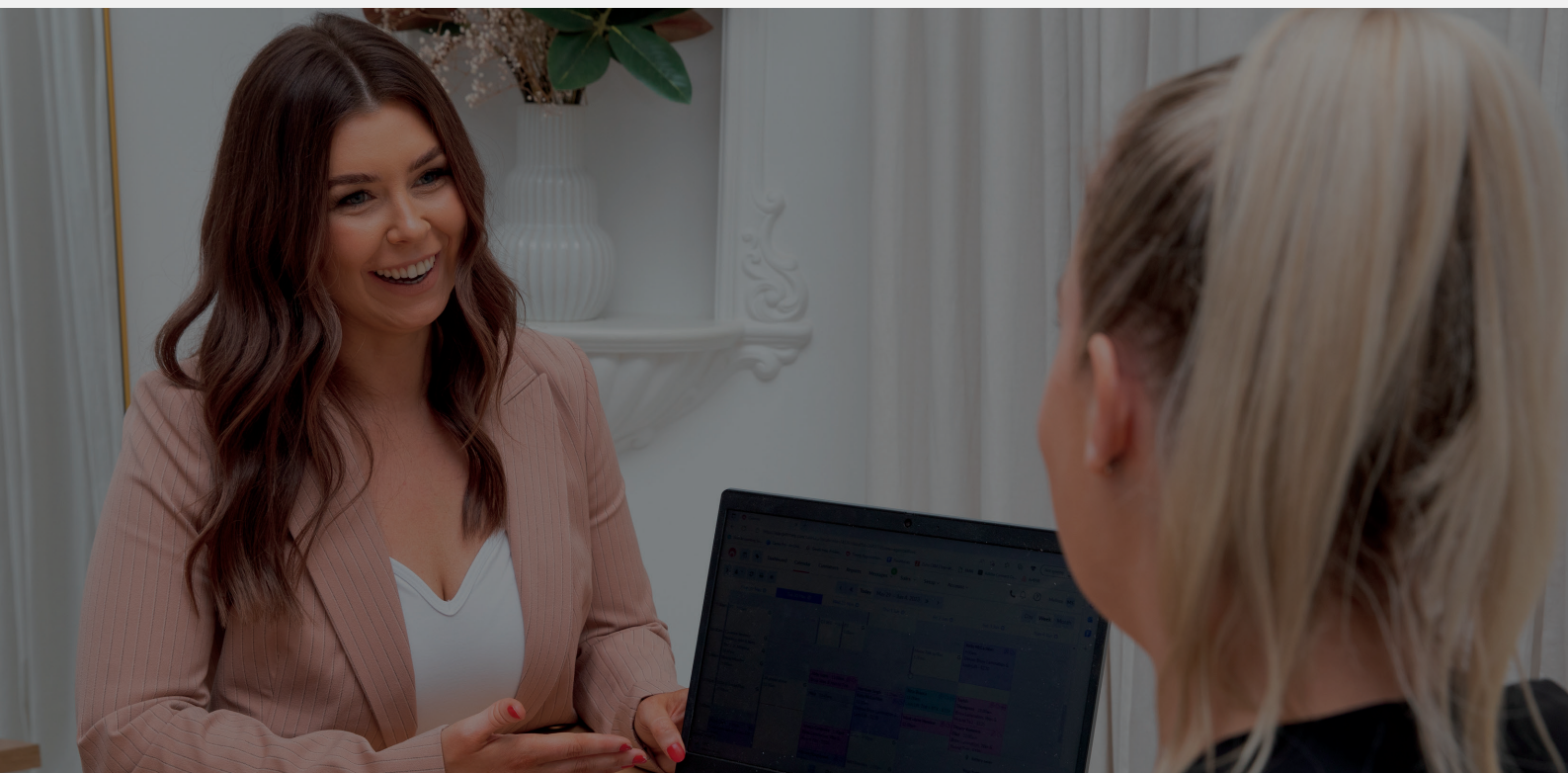


**Success in business
is not merely a
destination; it is a
journey of
unwavering
determination,
relentless
perseverance, and
boundless
resilience**

CORE COMPETENCIES

With decades of combined experience, our team possess the skills, knowledge and experience to deliver exceptional results, actively contribute to your business objectives and foster a productive and successful partnership.

- ✓ We possess excellent verbal and written communication skills to understand our client's requirements and maintain regular and transparent communication
- ✓ Strong problem-solving skills to identify challenges, analyse complex situations, and develop innovative solutions. We approach problems critically and think analytically to overcome obstacles.
- ✓ Our strong organisational skills ensure that projects are well-planned, resources are allocated appropriately, and deliverables are met on time.
- ✓ We have the ability to adjust to changing project requirements, handle unexpected challenges, and accommodate shifting priorities.
- ✓ We are able to integrate seamlessly with your existing workforce, foster positive working relationships, and contribute effectively to cross-functional collaborations.
- ✓ We possess strong relationship management skills and a customer-centric approach. Our clients feel valued, supported, and confident in our ability to meet their requirements.



WHAT TO EXPECT

EXPERTISE AND SPECIALISATION

Deep domain knowledge and specialised skills across a number of industries. We bring expertise that complements and enhances your business processes.

RELIABILITY AND CONSISTENCY

Delivering high-quality results within agreed-upon timelines., we have a proven track record of meeting or exceeding client expectations, ensuring smooth operations and minimising disruptions.

CLEAR COMMUNICATION

We maintain open and transparent lines of communication, keeping you informed about project progress, challenges, and milestones. We are responsive to your queries and concerns, promoting collaboration and trust.

SCALABILITY AND FLEXIBILITY

We have the ability to scale our services according to your evolving business needs. We are flexible in adapting to changing requirements, accommodating fluctuations in workload, and adjusting resources accordingly.

INFRASTRUCTURE AND TECHNOLOGY

We invest in modern infrastructure, technology, and software tools to optimise our service delivery.

CULTURAL FIT AND ALIGNMENT

We understand your values, business goals, and work culture. We align our processes, communication style, and deliverables to seamlessly integrate with your team and contribute to your overall success.

COST EFFECTIVENESS

We offer a compelling value proposition by delivering high-quality services that provide tangible benefits, such as improved efficiency, access to specialised skills, reduced time to market, and an increased competitive advantage.

OUR SERVICES

Responsive, efficient business solutions to help you work smarter and reclaim your time. At Job Assist we are committed to delivering a range of services that will help you achieve your business goals.

01

FINANCE, PAYROLL AND BOOKKEEPING

Our range of finance and payroll services are designed to give you back your time to focus on the core tasks of your business. Whether it's processing your payroll, paying your bills or chasing your debtors, we have the perfect solutions for you!

02

MARKETING, BRANDING AND SOCIAL MEDIA

Create more effective campaigns, reach a larger audience, and ultimately increase sales and revenue. Elevate your brand and captivate your audience with our range of marketing services.

03

ADMINISTRATION AND CUSTOMER SERVICE

Streamline your administrative tasks, such as managing your calendar, organising paperwork, and responding to emails. Whether you need help with scheduling appointments, managing your inbox, or any other administrative task we have valuable solutions to help your business succeed.

04

RECRUITMENT AND HR

Gain access to specialised expertise for a range of services including comprehensive recruitment solutions, from sourcing and screening candidates to conducting interviews and background checks.

Have a question about our business, or want to see if we match your specific needs? Contact us! We have experience with multiple once-off projects and we are always happy to meet new customers!

JOB ASSIST

DIFFERENTIATORS

Experience the Job Assist difference and unlock a world of unparalleled support and expertise. What sets us apart is our unwavering commitment to your businesses' success. Our dedicated team of professionals go above and beyond to provide personalised support, tailored resources, and a holistic approach to achieving your strategic goals.

COST EFFECTIVE

No overheads and no additional staff members mean you save on labour, wages and payroll expenses.

SPECIALISED SKILLS

Tap into a global talent pool and gain access to specialised skills and expertise that may not be available internally.

SCALABILITY

Flexibility to scale operations up or down as needed. Allowing you to easily adjust resources and capacities to meet changing needs.

IMPROVED EFFICIENCY

Experience and expertise that results in faster turnaround times, higher quality outputs, and improved overall efficiency.

TRUSTED PARTNERS

Your company will be in trusted hands with a team who genuinely care and will act as an extension of your operations.

NO LOCK IN

Our affordable hourly rates and set service pricing means that you are not locked into an ongoing, fixed contract.

ADVANCED TECHNOLOGY

Access to advanced technologies, tools, and infrastructure that may be expensive or time-consuming for businesses to acquire internally

PROCESS IMPROVEMENTS

We are constantly exploring new processes which will streamline your operations and contribute to the ease of doing business.

JOB ASSIST

CLIENT SUCCESS STORIES



MELISSA O'ROURKE - THE ARCH EDIT

The best investment I have made for my business has been to engage Ash and her team. They have extensive knowledge and are extremely efficient, which allows me to spend more time engaging clients and growing my business. I have recommended them to everyone I know, as I highly believe they are an asset to anyone's business.



HEIDI KARIMI - QUEEN BROWS AND SKIN

I am so lucky to have found Ash and her amazing team, I never thought that a personal assistant could help that much and reduce the business load to that extent so blessed to have the chance to work with them. Business wise, everything goes so much more smoothly, and very well organised with so much attention to all the details. They are available all the time, and it gives me so much certainty that my business is in good hands.



LEANNE HEALY - LOVE YOUR HOUSE & GARDEN

From my first meeting with Ashleigh I realised how much easier running my business could be. Ashleigh and her team have the knowledge, expertise and professionalism to look after my admin, payroll, recruitment and marketing. So now I can concentrate on growing my business during the day. No more nights at my computer. Thankyou Ashleigh, Terryn & the Job Assist team



JESSE DUNNE - GAMEFACE ENTERPRISES

Ashleigh and the team at Job Assist have been an incredible addition to our company. As Manager of an expanding business. Job Assist have offered services around admin, recruitment and finance that have helped the growth of the company no end. Ashleigh is a true professional and her team are friendly and extremely talented. I would recommend their services for any company big or small looking to get on top of tasks that can and will weigh any company down.

CONTACT US

For more information on how we can support your business,
contact us today.

We would love to hear from you.

Ash & The Job Assist team



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Job Assist



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